

CLEAN AIR PARTNERS EDUCATION PROGRAM MANAGER

Project

Clean Air Partners is a public-private partnership that educates the greater metropolitan Baltimore-Washington region about the health risks associated with poor air quality and the impacts everyday actions have on the environment. Clean Air Partners began informally in 1994 and was subsequently chartered as a semi-independent formal organization by the Metropolitan Washington Council of Governments (COG) and the Baltimore Metropolitan Council (BMC) in 1997. The organization serves the metropolitan Washington-Baltimore region.

For more than 20 years, Clean Air Partners has empowered individuals and organizations to take simple actions to protect public health, improve air quality, and reduce greenhouse gas emissions. By working with local businesses, schools, private and public organizations, and media, Clean Air Partners implements a year-round campaign designed to empower individuals to take simple actions to reduce air pollution and protect public health.

Educating children is an important part of the Clean Air Partners program. Clean Air Partners is entering its 15th year of educating students and providing professional development to teachers about air quality and climate issues in the environmental education sector across the metropolitan Washington D.C. and Baltimore regions. This is done through *On the Air* - an interactive school curriculum for use in both the formal education and informal environmental education settings. *On the Air* teaches students about air quality, how important it is to our health and the environment, and what they can do to improve air quality. The curriculum is comprised of five modules and fifty-one activities and is a phenomenon-based science, 5 e-model, inquiry-based student centered interactive online and printable curriculum (ontheair.cleanairpartners.net). To date, *On the Air* has been used to educate tens of thousands of students across the region.

The Clean Air Partners curriculum fills an important niche by educating students about air quality. No other environmental organization in the region deals exclusively with outdoor air quality issues.

Position Description

To support Clean Air Partners, the Board of Directors is seeking the services of an experienced Education Program Manager to maintain and further develop its educational program, expanding its outreach to students. Over the past 15 years of the program, the Education Program Manager has been in demand as a classroom presenter, assisting teachers to present the materials. In addition, the Education Program Manager has also worked with local school systems and developed creative ways to market the program, such as conducting annual poster and slogan contests and sponsoring air quality science fair awards.

The Education Program Manager will promote the use of the curriculum by teachers and will make presentations to other groups as needed (e.g., summer schools, camps, etc.) utilizing the activities in *On the Air* or developing new activities as needed. The successful candidate will have experience working with children in elementary, middle school, and high school, be enthusiastic, and experienced at making presentations to diverse classrooms in both urban and suburban settings in the metropolitan Baltimore-Washington region.

Necessary qualifications include having a car, a suitable place to store materials, having at least 5 years of successful teaching experience with grades 4-12, computer literacy, and being physically able to lift and roll presentation materials. The contractor should also be familiar with providing outreach in a virtual classroom setting. The Education Program Manager will report to the Clean Air Partners' Managing Director and the Board of Directors.

The selected individual will work closely with the current Education Program Manager, through June 30, 2022, to successfully transition the program to the new manager.

Required Qualifications:

- Minimum of 5 years of experience as an educator of elementary/middle/high school age children, with both in-person and virtual classrooms.
- Minimum of a college Bachelor's degree.
- Have own vehicle and be able to store and transport a variety of bulky materials needed for outreach in a variety of settings (classroom, summer camps, community events).
- Computer literate, able to use programs such as MS Office, Constant Contact, and Survey Monkey.
- Be physically able to lift and roll the presentation materials.
- Be flexible about hours. Must be available to do school outreach at least 2-3 days per week, including evenings and weekends.

Tasks to be performed (Others may be added as needed and approved by the Board of Directors):

Task 1: Promote the *On the Air* Curriculum (virtual and in-person)

- Conduct regular outreach to schools, teachers and administrators evenly through-out the Baltimore-Washington region (2-3 per month or more).
- Identify and develop partnerships and liaise with NGOs and local government organizations to maximize the promotion of the *On the Air* curriculum.
- Attend relevant teacher meetings, workshops, and conferences as resource person and as participant as needed. Serve on outreach committees as needed.
- Present introductory classes and co-teach curriculum as needed. Provide orientation and instruction on use of materials as needed.
- Promote the education program to a variety of audiences through afterschool programs, Saturday academies, science fairs, urban Green jobs initiatives, and the like.
- Maintain and develop existing and new activities/contests for students, such the annual slogan and poster contests.

Task 2: Administer Clean Air Partners' Educational Outreach

- Maintain a list of school and summer camp contacts in Baltimore-Washington regions.
- Present *On the Air* curriculum widely in the region and make presentations to at least one school in each county of the region.
- Maintain education program materials and re-supply or create new ones as needed.
- Participate in a monthly coordination call with Clean Air Partners Managing Director. As requested, attend Board of Directors and Executive Committee meetings.
- Write the education section of the Annual report.
- Support educational component of Clean Air Partners event(s) and campaigns as approved by the Board.

Task 3: Measure, Access, and Evaluate Program

- Survey teachers to gather teacher feedback on presentations as well as *On the Air* topics and effectiveness.
- Prepare written progress reports on a monthly basis which include:
 - Indicators of Geographical Dissemination of outreach program.
 - Measures of the outreach activities to Teachers (e-mail, phone).
 - Measures of outreach to students- number of students that interacted with curriculum.
- Maintain a master tracking sheet (schools, dates, number of students).

Task 4: Manage Part-Time Staff

- As needed, train teacher fellows to do outreach as part of the summer program.
- Coordinate teacher fellow presentations and schedules.
- As needed, manage temporary staff to help administer the program, including updating the school contact lists.
- Monitor and evaluate staff.

Task 5: Update and refresh activities for the *On the Air* Curriculum

- In presentations, utilize the curriculum and include information such as the air quality index, health, local pollution, greenhouse gases, climate change, and relationship of air pollution to the Chesapeake Bay and trees.
- As requested, identify and develop additional activities to support the in-school and summer outreach programs.

Task 6: Develop and expand the education program

- As opportunities arise, research and write a minimum of two grant proposals in collaboration with Clean Air Partners staff.
- Develop new partnerships and collaborations to promote and expand the air quality education program.
- Implement and manage new education projects as specified by sponsors/grants.

Task 7: Website and Social Media

- Provide content for the Clean Air Partners website and Facebook and Twitter social media sites.

Period of Performance

This is a one-year contract position in the amount of \$60,000. The contract may be extended for up to two additional 1-year periods.

How to Apply

If interested, please submit the following to Jen Desimone, Clean Air Partners Managing Director, at jdesimone@mwkog.org by December 23, 2021.

Qualifications

Interested parties should provide their professional credentials and expertise of the individual(s) that will work on this project. Relevant experience should be described. Resumes should be included.

Please address the following in your qualifications:

- Demonstrated direct relevant experience of individual(s) as described in the position description.
- Experience presenting science or environmental concepts to students and teachers.
- Experience with the Baltimore and Washington region's school systems.

Provide an affirmative statement that the key personnel provided for this project will be available for duration of the project. Local availability and/or travel requirements should also be addressed.

Cost Requirements

Provide the hourly costs, including all expenses, and any travel and other direct costs that may be incurred and charged for providing the tasks described above. Include hourly rates and number of hours per week for any individual(s) that will work on the project.

References

Provide at least three (3) references that may be contacted regarding similar work performed. Letters of reference from previous employers or clients may be provided. Names, titles, addresses, telephone numbers, and emails should be included for each reference. Since this requires work with schools and students, a background check will be required.